



MCG EMPLOYEE TRAINING & EVENTS

Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills, and abilities of MCG employees. Below are the classes available for March 2022. Classes and events are available on a first come, first served basis.

Special Events

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
MCG Women in Government Conference	All	Mar 10	9 am – 12:30 pm
MCG LEADS 2022 Programs	All	Click Here for 2022 Dates	Event Times Vary
Advancing Racial Equity: The Role of Government Class	All	Click Here for 2022 Dates	10 am – 1:30 pm
The Groundwater Approach: A Practical Understanding of Structural Racism	All	Click Here for 2022 Dates	9:30 am – 12:30 pm

Mandatory Training

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Ethics Training for Public Financial Disclosure Filers	All Public Disclosure Filers	Mar 3	10 – 11:30 am
Preventing Workplace Harassment	All Employees, Contractors, and Interns	Mar 3	9 am – noon

Mastercard P-Card Training	Required for those individuals who are authorized to use a Mastercard P-Card	Mar 10	1 – 3 pm
Ensuring Accountability in Timekeeping for Managers and Supervisors	Required for all Supervisors, Managers, HR Liaisons, and Timekeepers	Mar 11	9:30 am – noon
ERS Retirement Planning- ERS Groups A, E, F, G, H, J	Employees Who are Planning on Retiring within the next 2 years	Mar 16	9:30 – 11:00 am
Planning for Retirement	Employees Who are Planning on Retiring within the next 2 years	Mar 16	11 am – 12:30 pm
Interviewing and Selecting Employees	Required for all Interview Panel Members	Mar 22	9 am – noon
FMLA Overview for Management	Strongly Encouraged for all Supervisors and Managers	Mar 24	9:30 am – noon
Overview of Workers Compensation	Strongly Encouraged for all Supervisors and Managers	Mar 24	1 – 3 pm
Intro to Managing in a Union Setting	Required for all Supervisors and Managers	Mar 25	1 – 4 pm
Mastercard P-Card Training	Required for those individuals who are authorized to use a Mastercard P-Card	Mar 31	1 – 3 pm

General Training

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
dataMontgomery Open Lab	All	Mar 8	10 – 11:30 am
Advanced Labor Relations	Training for Managers, HR Liaisons, MLS, and Supervisors	Mar 10	1 – 3 pm
Leave without Pay (LWOP) for Employees	All	Mar 10	11 am – noon
Accounts Payable Refresher	All	Mar 15	10 am – noon
Congratulations! Welcome to Management	Supervisors and Managers	Mar 23	1:30 – 3:30 pm
Management and Leadership: The Fundamentals	Supervisors and Managers	Mar 23	11:15 am – 1:15 pm
Keeping Cool: A Manager's Guide to Controlling Emotions Under Pressure	Supervisors and Managers	Mar 30	11:15 am – 1:15 pm
Managing Your Emotions in the Workplace	All	Mar 30	9 – 11 am

MCG LEADS Training

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Aspiring Leaders Discussion Group (NACo High Performance Leadership Academy)	All	Mar 1	1 – 2 pm
Meditation for Aspiring Leaders	All	Mar 9	noon – 12:30 pm
Meditation for Aspiring Leaders	All	Mar 23	noon – 12:30 pm
The Superpowers of Introverts	All	Mar 23	noon – 1 pm
Aspiring Leaders Discussion Group	All	Mar 24	1 – 2 pm

Equity and Inclusion Training

For information contact: Andrea.Gardner@montgomerycountymd.gov

Class	Audience	Date	Time
The Groundwater Approach: A Practical Understanding of Structural Racism	All	Mar 15	9:30 am – 12:30 pm
Advancing Racial Equity: The Role of Government	All	Mar 24	9:30 am – 1:30 pm

Innovation Open Events

Register at: <https://www.eventbrite.com/o/innovation-montgomerycountymdgovinnovation-32374283673>

For information contact: innovation@montgomerycountymd.gov

Class	Audience	Date	Time
Peer Consulting Practice	All	Mar 15	2 – 3 pm

TEBS Technology Training

For information contact: Change.management@montgomerycountymd.gov

Class	Audience	Date	Time
Outlook Level 200	All	Mar 9	11 am – 12:30 pm
Power Platform Foundations Level 100	All	Mar 15	11 am – 12:30 pm
Power Apps Level 100	All	Mar 16	11 am – 12:30 pm
Power BI Level 100	All	Mar 22	11 am – 12:30 pm
Power Automate Level 100	All	Mar 23	11 am – 12:30 pm
Accessibility: Low Vision Level 100	All	Mar 29	11 am – 12:30 pm
Accessibility: Neurodiversity Level 100	All	Mar 30	11 am – 12:30 pm

Technology Training

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Power BI – Intermediate and Advanced	All	Mar 01	8:30 – 10 am
Power BI – Intermediate and Advanced	All	Mar 01	10:30 am – noon
Office 365 Overview Tips and Tricks	All	Mar 01	1 – 2:30 pm
Office 365 Overview Tips and Tricks	All	Mar 01	3 – 4:30 pm
Microsoft Forms Tips and Tricks	All	Mar 03	8:30 – 10 am
Microsoft Forms Tips and Tricks	All	Mar 03	10:30 am – noon
SharePoint Introduction	All	Mar 03	1 – 2:30 pm
SharePoint Introduction	All	Mar 03	3 – 4:30 pm
Excel Pivot Tables for Beginners	All	Mar 10	8:30 – 10 am
Excel Pivot Tables for Beginners	All	Mar 10	10:30 am – noon
Word Tips and Tricks Intermediate & Advanced	All	Mar 10	1 – 2:30 pm
Word Tips and Tricks Intermediate & Advanced	All	Mar 10	3 – 4:30 pm
Excel Pivot Tables for Beginners	All	Mar 16	8:30 – 10 am
Excel Pivot Tables for Beginners	All	Mar 16	10:30 am – noon
SharePoint Introduction	All	Mar 16	1 – 2:30 pm
SharePoint Introduction	All	Mar 16	3 – 4:30 pm
Power BI for Beginners	All	Mar 24	8:30 – 10 am
Power BI for Beginners	All	Mar 24	10:30 am – noon
Excel Tips and Tricks for Beginners	All	Mar 24	1 – 2:30 pm
Excel Tips and Tricks for Beginners	All	Mar 24	3 – 4:30 pm
Microsoft Forms Tips and Tricks	All	Mar 29	8:30 – 10 am
Microsoft Forms Tips and Tricks	All	Mar 29	10:30 am – noon
Word Tips and Tricks Intermediate & Advanced	All	Mar 29	1 – 2:30 pm
Word Tips and Tricks Intermediate & Advanced	All	Mar 29	3 – 4:30 pm
Excel Tips and Tricks Advanced	All	Mar 31	8:30 – 10 am
Excel Tips and Tricks Advanced	All	Mar 31	10:30 am – noon
Outlook Tips and Tricks Intermediate & Advanced	All	Mar 31	1 – 2:30 pm
Outlook Tips and Tricks Intermediate & Advanced	All	Mar 31	3 – 4:30 pm

Enrollment Instructions

Unless indicated otherwise in the charts above, **please register via Employee Self-Service no later than 48 hours in advance of a virtual class or event. The instructor will send a webinar link to all pre-registered participants 24 hours in advance of the class or event.**

- MCG employees, contractors, volunteers **with** an MCG Computer Network Login: [AccessMCG ePortal](#) and go to Employee Self Service, then Learner Home. Under the Search field “Class,” enter the registration keyword. For assistance, review: [Enroll in a Class](#).
- Contractors, volunteers **without** an MCG Computer Network Login: [AccessMCG Extranet Portal](#)

Americans with Disabilities Act (ADA) Accommodations

Please contact the Office of Human Resources, Training Division, at 240-777-5116 or email OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to an event or class to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.